



Human Resources Newsletter

May 2003 News

What's New, What's Hot

- State Employee Recognition Day is May 7. The highlights of the event at the HQ Building will consist of the following:

- Poster contest (POC, Stephanie Ortis, 225-379-1289). Winning section will enjoy \$500 award to be used for some type of luncheon or other recognition celebration activity.
- Brief Powerpoint presentation by Dr. Kam Movasagghi on Accelerated Time.
- Food and light refreshments in the morning and afternoon on 1st Floor Lobby.

- Civil Service has issued General Circular #1526 notifying that the final phase of the pay structure adjustment for jobs in the General Schedule (GS) will be implemented May 14, 2003. (The three-phase adjustment was approved by the Governor in 2001, with each consisting of a 2% increase to minimums and maximums of GS jobs.) Only employees who are below the new minimum of their pay range will receive an increase on 5/14/03. Employees at range maximum before May 14 are eligible for a 2% merit increase on their next anniversary date. Job classifications which have been moved from the GS plan to other schedules (i.e., WS, PS or TS) are not affected by this adjustment.
- The HR Section has received feedback from District/Section Heads in response to its annual "Needs Assessment Survey" covering all HR program areas of the Personnel Management, Employee Relations/Benefits, and Compensation Units. Survey responses will be reviewed/prioritized by the Standing Committee on Human Resources (SCHR) which will result in the 2003/04 Work Plans for these units.
- DOTD recently won several awards from the International Personnel Management Association (IPMA). To view the type of awards please go to page 3 of newsletter.
- DOTD's 360-Degree Feedback Program is "under construction" to include refining/simplifying the survey questions, and mandating comments as part of the feedback...among other things. More to follow.
- HQ HR Employee Benefits Unit has new staff - Pam Switzer is back in primary charge of DOTD's ADA, FMLA, and Return to Work Programs. For help in these areas, dial (225) 379-1241. Regina Francise replaces Paul Berwick/Arlene Triche as DOTD's LASERS liaison and Exit Interview, Educational Leave/Tuition Reimbursement & Unemployment/Worker's Comp Claims Program Manager. For help in these areas, dial (225) 379-1229.
- Civil Service's Baton Rouge Testing Center will not test on Wed., May 7th or Friday, May 9th; New Orleans Testing Center will not test on Friday, May 9th.
- Earning annual/sick while on leave with/without pay - Reminder that in accordance with CS Rule II.5(d)3, no employee shall be credited with annual/sick leave while he/she is on leave with or without pay, until he/she returns to active working duty, except where inability to return to duty is caused by illness or incapacity as defined by; CS Rule 1.39.1. (Applies to employees on terminal leave prior to resignation/retirement.)



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Special Events

- May 7th – Employee Recognition Day
- May 7th - HQ New Employee Orientation
- May 7th - Civil Service Commission Meeting
- May 16th - SCHR Meeting
- May 26th - Memorial Day (Holiday if proclaimed by Governor Foster)

HR Unit Updates

Compensation Unit

- Implementation of 3/3/03 job corrections is 84% complete; remaining positions will be finalized by 6/3/03; contact Barbara Ingraham, HR Manager, at (225) 379-1291 for more information.
- When submitting SF-3's for review/allocation, please submit to the attention of either Lacey Holliday or Victoria Picou according to your District/Section as indicated :

Lacy Holliday (225) 379-1258		Victoria Picou (225) 379-1246
Districts		Districts
02, 04, 08 and 62		03, 05, 07, 58 and 61
Sections		Sections
12, 20, 21, 22, 23, 24, 25, 28, 30, 37, 40, 48, 49, 53, 55, 59, 63, 64, 80, 81, 82, 85 and 88		01, 10, 13, 14, 15, 16, 19, 26, 27, 31, 33, 35, 38, 42, 43, 44, 45, 47, 50, 51, 60, 76 and 77

Operations Unit

- Movement of employees from GS pay schedules to PS is 100% complete, from GS to WS is 100% complete, and from GS to TS is 60% complete. Thank you for your patience!

Personnel Management Unit

- The Personnel Management Unit will be conducting the following training:
 - Preventing Workplace Violence Training (make-up) for HQ DOTD at 9:00 a.m. in the HQ DOTD Auditorium.
 - Will be conducting the Employment Law course (Management Development) on May 22.



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DOTD Wins Human Resources Management Awards

DOTD's Human Resources Section and the Technology Transfer and Training Section of LTRC have been selected to receive Achievement Awards in four categories by the Louisiana Chapter of the International Personnel Management Association. The Chapter Achievement Awards were designed to encourage innovation and high standards in human resources management. For calendar year 2002, the four DOTD programs receiving awards at the Chapter's May meeting in New Orleans include:

- **Classification & Compensation Category** : HR's redesign and development of a new Engineering Technician job series won this category. Results of the job study included a new 4-level training series; a technical dual career ladder job; a reduction in the number of supervisory positions; upgrade in pay ranges for the job series; and the movement of some 1400 positions to the new job series with 500+ individual position descriptions reviewed and allocated to new job titles.
- **Communications & Employee Relations Category** : HR's web site won the award for this category. With assistance from DOTD's I/T staff, HR enhanced employee communications and relations by establishing and maintaining an up-to-date presence on DOTD's internet and intranet systems. The HR home page was specifically designed to serve as an HR newsletter, updated monthly in order to communicate the latest news from each unit, upcoming events of interest, dates to remember, etc. Of particular use to employees and supervisors are numerous downloadable forms, such as performance rating forms, job description forms, etc.
- **Training and Career Development Program Category** : The Technology Transfer and Training Section's establishment of the Leadership Training Institute won this category. Preceding the supervisory training mandated by Civil Service, DOTD instituted this program to prepare current and future staffs in critical managerial jobs to meet the goals and vision of DOTD. Although still in the early stage of implementation, this formal management training program will provide long-term, positive results that will be evident for years to come.
- **Other program (one that relates to more than one category)** : HR's implementation of the 360-degree feedback program won this category. Designed to provide employees with performance feedback from their supervisor, their subordinates, their peers and their customers, this program was expanded in 2002 to include an assessment of all section heads and district administrators. All participants were provided training by HR, assessments were timed to coincide with anniversary dates and the 360 program became a useful tool for both employees and supervisors to use in developing individual planning goals for the upcoming rating year.